

Activity 6: Rate My Workplace Skills

Target Audience: Grades 10-12

Objective: The students will:

- Rate their workplace skills.
- Recognize the skills they already have.
- Identify the areas they need to improve in order to be successful.
- Relate their skills to skills employers look for in employees.

ASCA Standard	National Career Development Goal	National Career Development Guidelines
Career Development Standard A: Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.	Career Management Goal 4: Master academic, occupational, and general employability skills in order to obtain, create, maintain, and/or advance your employment.	CM4.K1: Describe academic, occupational, and general employability skill CM4.A1: Demonstrate the ability to use your academic, occupational, and general employability skills to obtain or create, maintain, and advance your employment. CM4.R1: Assess your academic, occupational, and general employability skills and enhance them as needed for your employment. CM4.K3: Recognize that a variety of general employability skills and personal qualities (e.g., critical thinking; problem solving; resource; information; and technology management; interpersonal skills; honesty, and dependability) are important to success in school and employment. CM4.A3: Demonstrate attainment of general employability skills and personal qualities needed to be successful in school and employment (e.g., critical thinking; problem solving; resource; information; and technology management; interpersonal skills; honesty, and dependability). CM4.R3: Evaluate your general employability skills and personal qualities (e.g., critical thinking; problem solving; resource; information; and technology management; interpersonal skills; honesty, and dependability).

Resources and Materials:

- Rate My Workplace Skills activity sheet

Leading Questions and/or Comments:

Ask students for skills they know, and list them on the board. Explain and discuss “skills.” One definition of a skill that is used in career development is “a goal-directed behavior that has been or can be strengthened through practice.” Tell the students:

- We all have skills.
- Often, skills seem so natural to us, we take them for granted.
- Sometimes you have a skill that you do over and over and it becomes something you are really good at doing.

Activities:

Instruct students to do the following:

- Rate your workplace skills using the Rate Your Workplace Skills activity sheet.
- Identify which workplace skills you need to work on for your career goal. Think about how others would rate your skills and if it would be similar to how you rated yourself.
- Use the list of workplace skills to develop 5 interview questions an employer would ask a potential employee during a job interview.

Making Connections for Students:

Ask the students:

- Understanding how employers are looking at workplace skills, how can this information help you succeed as you enter the job market?
- How can employees be valuable assets to businesses?
- If robots or computers are more accurate in doing many tasks, how can employees avoid being replaced?

Optional Activities:

Have students:

- Practice interviewing each other using the questions they have developed and focusing primarily on workplace skills.
- Use RUPReady.ND.gov to journal in their portfolio what they will do to improve the skills they have identified as important to their career goal.